Employee Post-Travel Disclosure Form

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This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual *Financial Disclosure* Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, B-81 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

NO	TE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 1	811 S.C. 6 1001
1.	Name of Traveler: Greg Brooks	0 0.5.C. y 100
2.	a. Name of Accompanying Relative: b. Relationship to Traveler: Spouse Other (specify):	OR None
3.	a. Dates: Departure: February 19, 2020 Return: February 21, 2020	
Э.	b. Dates at Personal Expense, if any:	OD M
4.	Departure City: Cincinnati, OH Destination: White Sulpher Springs Return City: Washir	OR None ☑ gton, DC
5.	Sponsor(s), Who Paid for the Trip: Congressional Institute	
6.	Describe Meetings and Events Attended: I attended sessions that helped me learn more about the Hou	use and
	Adminstration's legisaltive agenda for the year, effective office management to serve OH-02, and ethic	
7.	Signify statement is true by checking the box: b. If not, explain: I drove from meetings in our district that day and arrived at dinner time, missing the fi	chments and
	sessions que to this travel arrangment and prior obligations in district that same day. ertify that the information contained on this form is true, complete, and correct to the best of my known ature of Traveler: Date: 3/20/2020	wledge.
Dis	athorized this travel in advance. I have determined that all of the expenses listed on the attached <i>Sponsor closure Form</i> were necessary and that the travel was in connection with the employee's official duties and attended that the employee is using public office for private gain.	Post-Travel would not
Naı	me of Supervising Member: Rep. Brad Wenstrup Date: 3/20/2020	
	nature of Supervising Member:	

Original Amendment **Sponsor Post-Travel Disclosure Form** This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within ten days of their return. You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses. NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Sponsor(s) who paid for the trip: Congressional Institute Travel Destination(s): White Sulphur Springs, WV 3. Date of Departure: February 19, 2020 Date of Return: February 21, 2020 4. Name(s) of Traveler(s): See Attached List Note: You may list more than one traveler on a form only if all information is identical for each person listed. 5. Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in Question 4: Total Transportation **Total Lodging** Total Meal Total Other Expenses Expenses Expenses Expenses (dollar amount per item and description Traveler \$0.00 \$222.50 \$144.77 \$397.91 - Room Rental Accompanying Family Member 6. All expenses connected to the trip were for actual costs incurred and not a per diem or lump sum payment. Signify statement is true by checking box: I certify that the information contained in this form is true, complete, and correct to the best of my knowledge. Date: February 27, 2020 Signature: Name: Mark Strand Title: President Organization: Congressional Institute I am an officer of the above-named organization. Signify statement is true by checking box: Address: 1700 Diagonal Road #300, Alexandria, VA 22314

Committee staff may contact the above-named individual if additional information is required.

Email: strand@conginst.org

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.

Telephone: 703-837-8812

Primary Trip Sponsor Form

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* at least 30 days before the start date of the trip. The trip sponsor should *NOT* submit the form directly to the Committee. The Committee website (ethics. house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

to	comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.
1.	Sponsor who will be paying for the trip: Congressional Institute
2.	I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. Signify that the statement is true by checking box:
3.	 Check only one. I represent that: a. The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip: OR
	b. The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds: OR
	c. The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. If "c" is checked, list the names of the additional sponsors:
4.	Provide names and titles of ALL House Members <i>and</i> employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):
	See Addendum & Attached Invitation List
5.	Is travel being offered to an accompanying family member of the House invitee(s)?
6.	Date of Departure: February 19, 2020 Date of Return: February 21, 2020
7.	a. City of departure: Washington, DC
	b. Destination(s): White Sulpher Springs, WV
	c. City of return: Washington, DC
8.	 Check only one. I represent that: a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ OR
	b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: OR
	c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event <i>and</i> lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was <i>de minimis</i> under the Committee's travel regulations.
9.	Check only one of the following: a. I checked 8(a) or (b) above: b. I checked 8(c) above but am not offering any lodging: c. I checked 8(c) above and am offering lodging and meals for one night: OR d. I checked 8(c) above and am offering lodging and meals for two nights: If you checked this box, explain why the second night of lodging is warranted: ———————————————————————————————————

10.	0. Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). <i>Indicate agenda is attached by checking box:</i>										
11.	 Check only one of the following: a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. Signify that the statement is true by checking box: OR 										
	b. <i>Not Applicable</i> . Trip sponsor is a U.S. institution of higher education:										
12.	For <i>each</i> sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip <i>and</i> its role in organizing and/or conducting the trip: See Addendum										
13.	Answer parts a and b. Answer part c if neccessary:										
	a. Mode of travel: Air 🗌 Rail 🔲 Bus 🔽 Car 🔲 Other 🗌 (specify:										
	b. Class of travel: Coach ✓ Business ✓ First ✓ Charter ✓ Other ✓ (specify:										
	c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:										
14.	I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). Signify that the statement is true by checking box:										
15.	 Check only one. I represent that either: a. The trip involves an event that is arranged or organized without regard to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: OR 										
	b. The trip involves events that are arranged specifically <i>with regard</i> to congressional participation: If "b" is checked:										
	1) Detail the cost <i>per day</i> of meals (approximate cost may be provided): Wed-\$43, Thur-\$78, Fri-\$16										
	2) Provide the reason for selecting the location of the event or trip: Relative proximity to Washington, DC and										
	capacity to handle a large event.										
16.	Name, nightly cost, and reasons for selecting each hotel or other lodging facility:										
	Hotel Name: The Greenbrier City: White Sulphur Springs, WV Cost Per Night: \$96										
	Reason(s) for Selecting: Proximity to DC, Availablity, Security & Facility size										
	Hotel Name: City: Cost Per Night:										
	Reason(s) for Selecting:										
	Hotel Name: City: Cost Per Night:										
	Reason(s) for Selecting:										
17.	I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum										
	norment Signify that the statement is true by checking how.										

18.	Total	Expenses	for each	Participant:
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☐ Actual Amounts ☐ Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$90	\$236	\$138
For each Accompanying Family Member	\$90	\$0	\$111

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$467	Room Rental
For each Accompanying Family Member	\$467	Room Rental

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

19.	Ch	eck	onl	ly	one:

- a. I certify that I am an officer of the organization listed below: OR
- b. *Not Applicable*. Trip sponsor is an individual or a U.S. institution of higher education.
- 20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. 🗸
- 21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature:

Mark Strand Name:

President Title:

Congressional Institute

Organization:

1700 Diagonal Road #730, Alexandria, VA 22314

Address:

Telephone: _____

Email: strand@conginst.org

If there are any questions regarding this form, please contact the Committee at the following address:

Committee on Ethics

U.S. House of Representatives

1015 Longworth House Office Building, Washington, D.C. 20515

Phone: 202-225-7103 General Fax: 202-225-7392

	TRAVELER FORM
1.	Name of Traveler: Greg Brooks
2.	Sponsor(s) who will be paying for the trip: Congressional Institute
3.	Travel Destination(s): White Sulpher Springs, WV
4.	a. Date of Departure: 2/19/20 Date of Return: 2/21/20
	b. Will you be extending the trip at your personal expense? Yes No
	If yes, list dates at personal expense:
5.	a. Will you be accompanied by a family member at the sponsor's expense? Yes No If yes:
	(1) Name of Accompanying Family Member:
	(2) Relationship to Traveler: Spouse Child Other (specify):
	(3) Accompanying Family Member is at least 18 years of age: Yes No
6.	 a. Did the trip sponsor answer "Yes" to Question 8(c) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)? Yes No b. If yes, and you are requesting lodging for two nights, explain why the second night is warranted:
7.	Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms:
	NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8.	Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties. As Chief of Stoff, this trip will hole me learn many about the lattice of the contract of the contr
	As Chief of Staff, this trip will help me learn more about the legislative agenda for the year, learn how to effectively work with com
	like House Admin and others to operate the Congressional office, refresh on ethics rules and guidelines, and learn how to manage our office to effectively serve our constituents.
9.	Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip? Yes No
10.	For staff travelers, to be completed by your employing Member:
	ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL
l h dir	ereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my rect supervision, to accept expenses for the trip described in this request. I have determined that the above-described

travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Signature of Employing Member

Theodore E. Deutch, Florida *Chairman* Kenny Marchant, Texas *Ranking Member*

Grace Meng, New York Susan Wild, Pennsylvania Dean Phillips, Minnesota Anthony Brown, Maryland

John Ratcliffe, Texas George Holding, North Carolina Jackie Walorski, Indiana Michael Guest, Mississippi



COMMITTEE ON ETHICS

U.S. House of Representatives

Thomas A. Rust Staff Director and Chief Counsel

David W. Arrojo Counsel to the Chairman

Christopher A. Donesa
Counsel to the Ranking Member

1015 Longworth House Office Building Washington, D.C. 20515–6328 Telephone: (202) 225–7103 Facsimile: (202) 225–7392

February 13, 2020

Mr. Greg Brooks Office of the Honorable Brad Wenstrup 2419 Rayburn House Office Building Washington, DC 20515

Dear Mr. Brooks:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to White Sulphur Springs, West Virginia, scheduled for February 19 to 21, 2020, sponsored by Congressional Institute.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Theodore E. Deutch Chairman

Kenny Marchant Ranking Member

TED/KM:adw



Chiefs of Staff Conference February 19-21, 2020



DOWNLOAD THE APP TODAY!



Wednesday, February 19, 2020

10:00 AM	Bus Departs	Rayburn Horseshoe
2:00 PM	Check-In	Colonial Ballroom Foyer
3:00-3:05 PM	Welcome Mark Strand, Congressional Institute	Chesapeake Ballroom
3:05-4:05 PM	Lay of the Land David Winston, The Winston Group Myra Miller, The Winston Group	Chesapeake Ballroom
4:10-5:30 PM	Congressional Institute Study on Social Media Patrick Ruffini, Echelon Insights Kelsey Patten, Echelon Insights	Chesapeake Ballroom
6:30-9:00 PM	Reception & Dinner Keynote: The Honorable Jim Justice, Governor of West Virginia	Colonial Ballroom
	Thursday, February 20, 2020	
8:00 AM	Breakfast	Colonial Ballroom
9:00-10:00 AM	The 2020 Agenda Moderator: Mark Strand Dan Meyer, Office of Minority Leader Bill Hughes, Office of Minority Whip Kara Ahern, House Republican Conference	Chesapeake Ballroom
10:00-11:00 AM	Working with the White House Moderator: Mark Strand Michael McKenna, White House Office of Legislative Affairs	Chesapeake Ballroom

11:00-12:00 PM	Chesapeake Ballroom					
12:00-1:30 PM	Lunch Keynote: Charlie Cook, The Cook Political Report	Colonial Ballroom				
1:45-2:45 PM	House Administration Committee Changes Moderator: Mark Strand Tim Monahan, House Administration Committee	Chesapeake Ballroom				
2:45-3:45 PM	A Conservative Perspective on Congressional Reform Moderator: Bruce Patton, Rebuild Congress Initiative Jason Pye, Freedom Works Neil Bradley, US Chamber of Commerce John Malcolm, Heritage Foundation Jake Olson, Select Committee on the Modernization of Congress	Chesapeake Ballroom				
3:45-6:00 PM	Break					
6:30-9:00 PM	Reception & Dinner Keynote: Yuval Levin, American Enterprise Institute	Colonial Ballroom				
	Friday, February 21, 2020					
8:00 AM	Breakfast	Colonial Ballroom				
9:00-11:00 AM	The Effective Congressional Office Manager Mark Horstman, Manager Tools	Chesapeake Ballroom				
11:15 AM	Buses Depart for Rayburn House Office Building	Hotel Lobby Entrance				

COS - House Staff

Job Title Chief of Staff Communications Director	Chief of Staff	Chief of Staff Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Staff Director	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Communications	Staff Director	Chief of Staff	Chief of Staff	Chief of Staff	Deputy Director of Floor Operations	Chief of Staff	Chief of Staff	Staff Director	Chief of Staff
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Last Name Adkerson Adler	Ahern	Albares Alburger	Amidon	Anderson	Andreae	Andres	Anzur	Archer	Baker	Baker	Barnes	Barton	Bayer	Bednar	Belair	Bell	Bennett	Bergren	Bien	Bisenius	Blair	Bloomquist	Boffelli.
First Name Robert Jeremy	Kara	Mike Anna	Eric	Dale	Taylor	Gary	Jon	Reyn	Eliza	Tim	Peter	Stacy	Clifford	Mark	Brendan	Josh	Brooke	Eric	Chris	Matt	Alex	Mike	Gabriella

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Bonnaure	Boothe	Bounds	Bowinan	Braden	Bradley	Brennan	Brinson	Brooks	Burns	Bufler	Byers	Calhoun	Carlough	Carmack	Carney	Carr	Carter	Carter	Cash	Cavanaugh	Chotvacs	Christianson	Comer	Connelly	Corbett	Cote	Couhig	
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un.	Hippe	Office of Rep. Fleischmann	Chief of Staff
Liz	Hittos	Office of Rep. Bilirakis	Chief of Staff

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alie	Joyce	Office of the Leader	Senior Advisor and Head of Strategy
<i>(</i> e	Karvelas	Office of Rep. Buchanan	Chief of Staff
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ırlie	Keller	Office of Rep. Wagner	Chief of Staff
þ	Keller	Office of Rep. Banks	Chief of Staff
issa	Kelly	Office of Rep. Olson	Chief of Staff
(a)	Kennett	Office of Rep. Calvert	Chief of Staff
ah	Ketchel	Office of Rep. Waltz	Chief of Staff
nylo	King	Office of Rep. Wittman	Chief of Staff
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	Klump	Office of Rep. Duncan	Chief of Staff
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	Laukitis	Office of Rep. Walberg	Chief of Staff

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Carrie	Meadows	Office of Rep. Newhouse	Chief of Staff
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Katie	Meyer	Office of the Leader	Senior Policy Advisor
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Matt	Miller	Office of Rep. Cline	Chief of Staff
Megan Bel	Miller	Office of Rep. Scalise	Chief of Staff
Wade	Miller	Office of Rep, Roy	Chief of Staff
James	Min	Office of the Leader	Deputy Chief of Staff & Counsel
Annie	Minkler	Office of the Whip	Deputy Floor Director

Jack	Minor	Office of Rep. Walker	Chief of Staff
Vivian	Moeglein	Office of Rep. Westerman	Chief of Staff
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Time to the second of the seco	Monahan	Committee on House Administration	Director of Oversight
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Melissa	Murphy	Office of Rep. Rouzer	Chief of Staff
Luke	Murry	Office of the Leader	Senior Policy Advisor
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Mary	Noonan	Office of Rep. Smith (NJ)	Chief of Staff
Corey	Norman	Office of Rep. Curtis	Chief of Staff
Ryan	O'Toole	Office of the Leader	Cloakroom Floor Director
nop	Oehmen	Office of Rep. Flores	Chief of Staff
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Mark	Piland	Office of Rep. Norman	Chief of Staff
Jilian	Plank	Office of Rep. Nunes	Chief of Staff
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Kayla	Priehs	Office of Rep. Mullin	Chief of Staff
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Bart	Reising	Office of the Whip	Director of Member Services
Tim	Reitz	Office of Rep. Hice	Chief of Staff
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Brandon	Renz	Committee on Education and Labor	Staff Director

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Brent		Robertson	Office of Rep. Marshall	Chief of Staff
Kyle		Robertson	Office of Rep. Pence	Chief of Staff
Ritika		Robertson	Office of Rep. Buck	Chief of Staff
Jamie		Robinette	Office of Rep. Spano	Chief of Staff
Kevin		Roig	Office of Rep. Graves (LA)	Chief of Staff
Mark		Roman	Office of Rep. Smith (MO)	Chief of Staff
Patrick		Rooney	Office of Rep. Meuser	Chief of Staff
Mary		Rosado	Office of Rep. Barr	Chief of Staff
Matthew		Russell	Office of Rep. Conaway	Chief of Staff
David		Russell	Office of Rep. Moolenaar	Deputy Chief of Staff
Bobby		Saparow	Office of the Chief Deputy Whip	Chief of Staff
Paul		Sass	Committee on Transportation and Infrastructure	Staff Director
Megan		Savage	Office of Rep. Brooks (IN)	Chief of Staff
Matt		Schertz	Committee on Agriculture	Staff Director
Robert		Schroeder	Office of Rep. Carter (TX)	Deputy Chief of Staff
Michael		Seeds	Office of Rep. Thornberry	Chief of Staff
Dan		Sennott	Committee on Armed Services	Staff Director
Becca		Shaw	Office of Rep. Hollingsworth	Chief of Staff
Jeremy	-	Shoemaker	Office of Rep. Joyce (PA)	Chief of Staff
Jonah		Shumate	Office of Rep. Crawford	Chief of Staff
Stephen		Síao	Office of Rep. Green	Chief of Staff
Matthew		Simon	Office of Rep. Lesko	Chief of Staff
Jordon		Sims	Office of Rep. Granger	Chief of Staff
Alison		Slagell	Office of Rep. Lucas	Deputy Chief of Staff
Lindsay		Slater	Office of Rep. Simpson	Chief of Staff
Katie		Smith	Office of Rep. Holding	Chief of Staff
William		Smith	Office of Rep. Palmer	Chief of Staff

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